

**DRAFT MINUTES OF  
THE FLOOD ZONE FOUR ADVISORY BOARD MEETING  
HELD TUESDAY, MARCH 3<sup>RD</sup>, 2009  
118 EAST STRAWBERRY DRIVE**

**Board Members Present**

Barbara DuBois  
Bob Rogers  
Rufus "Jerry" Thayer

**County Staff Present**

Jack Curley  
Liz Lewis  
Chris Choo  
Hannah Lee

**Board Members Absent**

None

**Other**

Greg Kamman  
Stephanie Lapine

The following are the minutes, created by Marin County Flood Control and Water Conservation District staff (Staff), of the meeting of the Flood Control Zone 4 Advisory Board (AB).

**Item # 1. INTRODUCTIONS**

Meeting began at 6:30 pm.

Staff made introductions and opening statements. See summary in 3/3 STAFF REPORT. Hannah Lee, Junior Engineer, was introduced as new assistant Zone 4 engineer.

**Item # 2. APPROVAL OF MINUTES: October 24, 2007 Meeting**

**M/S BD/RT:** Approval of minutes of the October 24, 2007 Advisory Board meeting, as written with no amendments.

***Ayes: All***

***Nays: None***

***Abstain: None***

**Item # 3. OPEN TIME FOR ITEMS NOT ON THE AGENDA**

All items brought up in Open Time were related to Item # 6. Therefore Item # 6 was moved to Open Time (see below).

**Item # 6. PROJECT STATUS UPDATE**

**Drain Inlet Installation in Strawberry Circle**

Staff reported on the status of the two storm drain inlets requested by residents of Strawberry Circle. See summary in 3/3 STAFF REPORT. Cindy Lang of 20 Strawberry Circle reported that the chronic standing stormwater in the street in front of her home has been alleviated. However, Vicki Coll and Mark Hill, owners of 40 and 38 Strawberry Circle, have noticed the puddles in front of their properties have grown larger since the Roads department repaved the street. The Roads department is investigating affordable ways to improve street drainage County-wide.

Staff stressed that the Roads Division is responsible for local street drainage, but the District works with Roads when possible and will pass on this information to the Roads Division. Staff

also recommended residents follow up on this issue directly with the Roads Division.

**Item # 4. ADVISORY BOARD BYLAWS**

Staff reviewed the proposed By-Laws and pointed out key changes. See summary in 3/3 STAFF REPORT.

The AB requested a copy of *Robert's Rules of Order*, which are to govern AB meetings. Staff agreed to email an electronic copy to the AB members.

The AB stated that the meeting frequency indicated in the By-Laws (4 annual meetings), may be excessive. They suggested semi-annual meetings instead.

**Item # 5. WATERSHED PROGRAM**

Staff presented the countywide Watershed Program and its potential benefits to Zone 4. See summary in 3/3 STAFF REPORT. The AB acknowledged the benefits of partnering with other organizations within the watershed. However, the AB requested to have this topic brought back to them in the May AB meeting so they can analyze the one-time \$240,000 required contribution in the context of the Zone budget.

**Item # 7. PROJECT STATUS UPDATE**

**West Creek Floodwall – Next Steps**

Kamman Hydrology & Engineering presented the results of the hydraulic model of West Creek. See summary in 3/3 STAFF REPORT. Kamman found that two sections of the Creek between Pamela Court and Cecilia Way require a small (1-2 ft) elevation increase on the east bank to pass the 100-yr flood event:

- (1) immediately downstream of the Cecilia Way crossing, a section approximately 95' in length, and
- (2) from the Pamela Court Pump Station to approximately 80 ft upstream.

Staff stated that design of a levee to provide 100-yr flood protection would require working closely with property owners, using an iterative approach.

**M/S BD/RT:** Move forward with project design.

***Ayes:*** All

***Nays:*** None

***Abstain:*** None

AB requested Staff email the AB when a design strategy is developed.

**Item # 8. PROJECT STATUS UPDATE**

**Supervisory Control and Data Acquisition (SCADA) and Generator Operations**

Staff reported on the SCADA system and backup generator at Strawberry Circle Pump Station. See summary in 3/3 STAFF REPORT.

Staff explained that the Strawberry Circle Pump Station is being used as a "pilot" for the SCADA system. Likely the next step would be to install SCADA systems in two pump stations in Flood

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Control Zone 3. When it is clear that the system is working well, the SCADA program can be expanded to other Pump Stations in Zones 3 and 4.

AB mentioned that some residents were concerned when the generator turned on without any rain. Staff explained that the backup generator is designed to turn on automatically when power goes out.

Ms. Coll asked how long the generator runs if power is out indefinitely. Staff agreed to answer her question after consulting the County Building Maintenance department.

**Item # 10. SCHEDULE NEXT MEETING**

The tentative date for the next meeting is May 13, 2009.

Meeting was adjourned at 8:30 pm.